

**United State Department of the Interior  
BUREAU OF LAND MANAGEMENT  
National Human Resources Management Center  
Denver Federal Center, Building 50  
P.O. Box 25047  
Denver, Colorado 80225-0047**

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December 4, 1996

**EMS TRANSMISSION**

Instruction Memorandum No. HR-97-007

Expires 9/30/98

To: Servicing Personnel Officers

From: Director, National Human Resources Management Center

Subject: Changes to Official Personnel File (OPF) Filing Procedures

DD: 12/31/96

On March 15, 1996, the Office of Personnel Management (OPM) issued an update to the "OPM Operating Manual - The Guide to Personnel Recordkeeping." This update identified a number of changes to OPF filing procedures. Many of the records previously retained in the OPF are no longer to be filed in the OPF, but in case files, other record systems, or are no longer to be retained, except at the discretion of the agency. These changes are to be implemented by December 31, 1996.

We have reviewed the changes outlined in the OPM update, to determine how and where to retain the optional records. Of specific concern was the retention of Training Forms, SF-182, or their equivalent. Since training is an important part on an employee's overall record, it was determined that training records previously filed on the permanent (right) side of the OPF, now need to be filed on the temporary (left) side of the OPF.

We also met with the Bureau Records Manager, regarding OPM's December 31, 1996 deadline. We shared with her our obvious concerns regarding the impact this would have on the personnel office workload. She recommended that each office, until they are able to fully comply with the changes outlined by OPM, ensure that all new records are filed in the proper location and that OPFs that are being sent to other personnel offices or the National

Personnel Records Center, be purged in accordance with the new requirements.

If you have questions regarding this IM, please contact Melissa Dukes, (303) 236-6689.

Signed  
Linda D. Sedbrook  
Director, National Human Resources  
Management Center

Authenticated  
Darlene Robitaille  
Secretary

1 Attachment

- 1 - Update to the "OPM Operating Manual - The Guide to Personnel Recordkeeping" (3 pp)

Distribution

RS-150A  
NI-101  
HR-210  
HR-200

cc: Wendy Spencer (NI-101)  
Carolyn Burrell (WO-700)  
Johari Rashad (WO-700)

**UPDATE TO THE  
“OPM OPERATING MANUAL - THE GUIDE TO PERSONNEL  
RECORDINGKEEPING”**

**The following documents are to be filed on the permanent (right) side of the Official Personnel Folder (OPF).**

Life Insurance:

- FE-8C, Office of Federal Employees' Group Life Insurance State of Claim Payment for Living Benefits.
- RI 76-10, Assignment of Federal Employee's Group Life Insurance.

Retirement: RI 20-97, Estimated Earnings during Military Service.

**The following documents are to be filed on the temporary (left) side of the OPF**

Experts and Consultants: Documents supporting appointments of experts and consultants that:

- State duties and responsibilities of the position,
- Certify that the statement of employment and financial interests has been obtained,
- State that the positions are in fact different when the individual is reappointed, or
- Certify each appointment or extension of appointment.

International Organization: Authorization by the Secretary of State to extend a transfer or detail to an international organization that is in the national interest.

Indebtedness to Health Benefits Fund: Documentation to alert next employing agency that the employee is indebted to the health benefits fund, and the amount that must be withheld from the employee's pay. (Do not remove when employee transfers to another agency.)

Outside Employment: Documentation about approval or disapproval of employee's notice for outside employment. To ensure compliance of the Office of Government Ethics requirements, this document must be retained in the OPF for the remainder of the individual's employment with the Department of the Interior.

Training Forms: (SF-182 or equivalent).

**The following documents are to be retained in other record systems:**

Authorized by OPM/CSC or under Delegated Authority: Form or letter authorized by OPM/CSC or an agency appointing officer under delegated authority, provided it does not uniquely identify the employee by name, SSN, or other means; in the case file.

Decisions and Settlement Agreements: Do not file copies of the decision and agreements in the OPF, retain in the case file.

Direct Hire: Copy of report showing the selection of the individual by direct-hire are to be retained in the case file.

Faculty Members: Agency documentation of the knowledges, skills, and abilities possessed by faculty members of the an accredited college or university. Documentation is required when faculty members are given noncompetitive temporary appointments to positions of scientific, professional, or instructional nature. Retain in the case file.

Investigative Process: SF-86, dated prior to 10/87, may be removed from the OPF and filed in the security folder. SF-86's dated 10/87 or later were to be filed in the security folder before this change.

Medical Records: File medical records in the Employee Medical Folder.

Supervisory Differential: Record of determination to pay, adjust, or terminate a supervisory differential for a GS supervisor with non-GS subordinates. Retain in case file.

**The documents are to be removed from the OPF and no longer to be retained:**

Awards and Commendations: Letters of Appreciation/Commendations. Return to employee.

Investigative Process: SF 84, Request for Report on Loyalty Data. Destroy.

Investigative Processing Notice:

- Notice by OPM processing under EO 9835 including application form. Destroy unless it served as the basis for first Federal appointment.
- Notification from a former regional loyalty board of OPM/CSC or from a former agency loyalty board. Destroy.
- Statement by agency, or CSC/OPM, prior to 4/1/90, that states FPM Chapters 731 and 732 investigation and adjudication requirements were met. Destroy.

OPM Form 1398, Model Veterans Readjustment Appointment Plan: Return to employee.

OPM Form 1495, Financial Eligibility Statement for Student and Summer Aid Programs (or equivalent): Destroy.

SF 70 or CSC 12 (or equivalent), Proof of Residence: Destroy.

Thrift Savings Plan: TSP forms TSP 3, TSP 18, TSP 19, and TSP 42. Return to employee.

Training Records: Return to employee.

- OF 37, Nomination for Interagency Training.
- Presidential Appointee, Record of Training.
- VRA training or education plan.
- Documentation that training plan completed for non-VRA agreements.
- Training Certificates.
- Waivers and exceptions

Work Permits: Certification of Approval of Employment by School Authorities. Return to employee.